

EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		X		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO				
15	VC/NIC				
16					
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19					
20					
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22					

SUSPENSE

Date

Remarks

Please handle as appropriate

Executive Secretary

1 July 85

Date

3637 (10-81)

Executive Registry

85- 2604

U.S. Professional Development Institute

1620 Elton Road, Silver Spring, MD 20903 • 301/434-1370

Dear Federal Executive:

Your agency has a mandate for management improvement, as well as a number of personal computers. What you need now is training to teach your staff how to maximize the potential of this new resource, and increase the efficiency and effectiveness of your agency.

To assist your organization, Government Computer News is sponsoring the "Microcomputer Applications in Government" seminar series, which offers hands-on training in four functional areas: program management; financial management; statistics and graphics; and applications development.

Please take the time to examine the enclosed brochure, to see how this seminar can help your agency make better use of its resources.

Sincerely,



Peter Zuckerman
Program Director



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